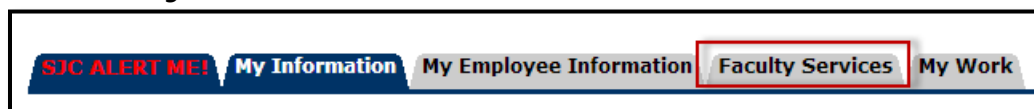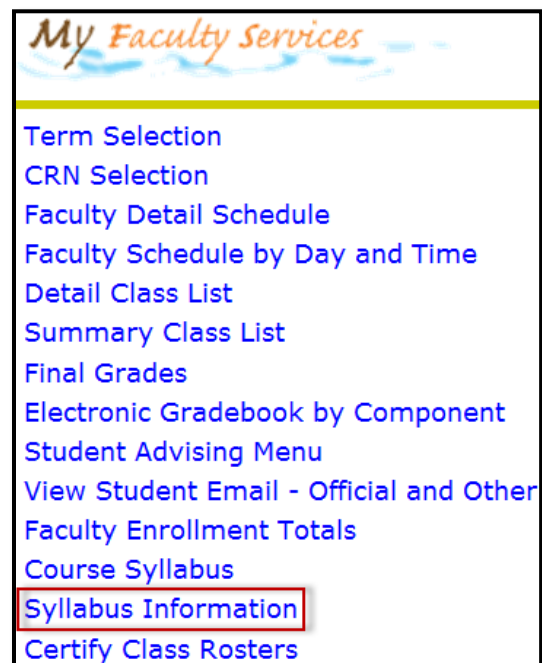# SOS

Accessing Your Course Syllabus

This document describes how to access a course syllabus from SOS.
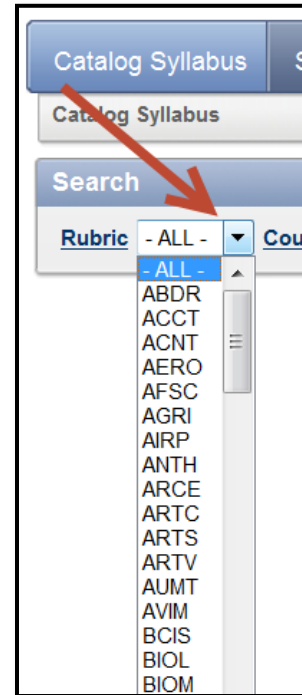
Instructions

1. You may access your course syllabus through SOS. Begin by logging in at the SOS webpage.
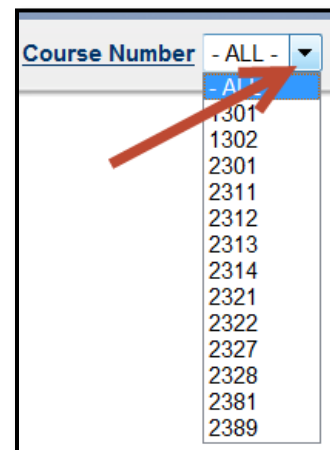
2. Select the **Faculty Services** tab.
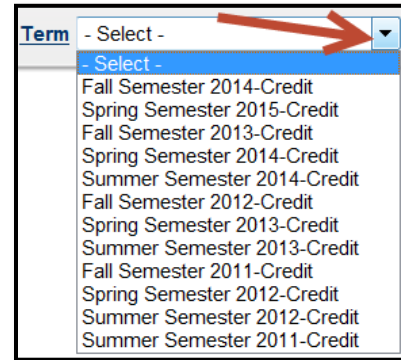

3. Select **Syllabus Information**.

4. On the following screen, click on the drop-down menu next to **Rubric** on the search bar to find your subject.

5. Next, click on the drop-down menu next to **Course Number** on the search bar to select the appropriate number.
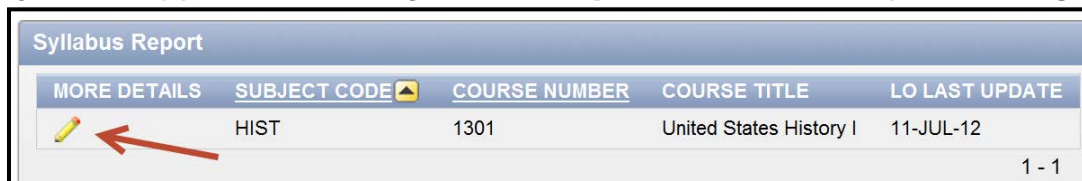
6. Click on the **Term** drop-down menu on the search to choose the correct term.

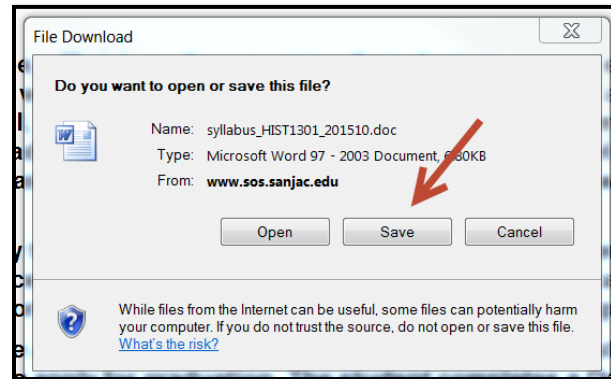7. Choose **Go** at the far right end of the search bar to begin the search.

8. The syllabus appears under **Syllabus Report**; click on the pencil image.

9. A **Syllabus Detail** page appears; scroll down and click on "Export to Word".

10. **Save** the file to your computer.

11. After opening the saved file, fill in all areas of the syllabus where it states: **This information is provided by the individual instructor.**

12. Some areas of the syllabus are pre-filled with district-approved wording. This wording and format should not be changed. If you notice that the learning outcomes are incorrect, please contact your Division Operations Coordinator (DOC).

13. Any course information outside of the required district syllabus should be added to a separate first day handout.